

25 March 1955

TO WHOM IT MAY CONCERN

Subject: [REDACTED]

[REDACTED] served as a secretary in my office from September 20, 1954 to March 25, 1955. Her services have been eminently satisfactory and we would be happy to have her back at any time.

[REDACTED] duties have included daily contact with Congressional offices on the many types of questions which such offices would have with this Agency. Her work in this connection has been able and has been marked by the high degree of tact which is often necessary in the handling of these problems.

In the handling of her assignment, [REDACTED] has had to maintain detailed files and handle considerable correspondence, particularly in the personnel field. This she has done neatly and accurately. [REDACTED] is always extremely co-operative with her office co-workers and is also an extremely loyal employee. She is able to assume responsibilities and is able to make friends readily with those with whom she has to deal.

Walter L. Pforzheimer  
Legislative Counsel